



## South Coast Air Quality Management District

### Engineering & Compliance

*Policies &  
Procedures*

#### SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

#### STATIONARY SOURCE COMPLIANCE

#### MEMORANDUM

**DATE:** October 12, 1992  
**TO:** SSC Management  
**FROM:** Pat Leyden /s/ Pat  
**SUBJECT:** Procedures for Response to Requests From Governing Board Members

There has been a recent increase of requests made to SSC Management from the Governing Board Chairperson and Board members. Examples include request for information regarding application status and expedited processing of pending applications. When requests are made of SSC management, it is critical that our response be consistent with established District policy and that the information we provide is accurate and well researched. The following procedures are to be followed when you are contacted by a member of the Board:

- Immediately call my office and report the request. In my absence, Bill Fray and/or Lee Lockie shall be notified.
- If a staff member is contacted, the requesting Board member is to be directed to the SSC manager for that team.
- Within a day the SSC manager is responsible for accurately gathering and writing me a short memo (with a c.c. to Dr. Lents) summarizing: the request, the background information on the issue or the application, and the recommended course of action.
- Any commitment regarding case disposition is contingent upon my approval.

I am establishing these procedures to enhance the quality of our response to requests from Board members. Please review and discuss this procedure with your reporting staff. Your cooperation and immediate compliance with this matter is appreciated.

PL: ELP

(a:board)